



NCBA BANK RWANDA PLC

INVITATION TO TENDER

*PROVISION ON TRANSPORT SERVICES FOR FIVE BRANCHES
FOR NCBA BANK*

JULY,2025

1. Introduction

NCBA Bank Rwanda PLC, ("the Bank or NCBA "), is a commercial bank duly registered and licensed under the laws of the Republic of Rwanda, regulated by National Bank of Rwanda (BNR). The bank is a subsidiary of the NCBA Group Plc, a financial services group with headquarters in Nairobi, Kenya, having subsidiaries in Kenya, Rwanda, Tanzania, Uganda and Ivory Coast.

NCBA BANK Rwanda therefore wishes to invite interested companies for Provision of Transport service to entire NCBA Bank Rwanda Ltd branch network. This RFP is offered on an Open Competitive Tendering process.

2. Objectives

The bank wishes to hire a company to provide Transport services by renting cars to be used by five Branches of NCBA Bank Rwanda.

3. Scope of the work

Please note that the tender requires 5 cars for renting, for a period of 2 years to be distributed into five Branches across the country namely

- a) Rusizi
- b) Nyagatare
- c) Musanze
- d) Rubavu
- e) Kayonza

4. Submission of proposal

A complete set of bidding documents in English can be obtained from the procurement via Procurement.Rwanda@ncbagroup.com email address from 11th July 2025, after presentation of proof of payment of non-refundable Rwf 10,000 to account No. 2001161080000001 opened in NCBA BANK RWANDA PLC Rwanda.

Well-presented bids (Technical proposal & Financial Proposal) to be physically submitted and dropped in the tender box at the reception of NCBA BANK Rwanda PLC, Kigali heights 8th floor not later than **28th July 2025 at 11:00 Am**, late bids will be rejected. Opening of the bids will happen same day 11:15Am.

Bids successfully submitted will be opened physically in the presence of bidders or their representatives who choose to attend.

Attention: Managing Director

NCBA Bank Rwanda PLC

e-mail: Procurement.Rwanda@ncbagroup.com

Done on 10th July 2025

Management of NCBA Bank Rwanda PLC